

CHAPTER 7. CONDUCT AN AIRLINE TRANSPORT PILOT CERTIFICATION, INCLUDING ADDITIONAL CATEGORY/CLASS RATINGS

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Original Certification:

- Oral: 1510
- Simulator: 1511
- Aircraft: 1512

B. Additional Category or Class Rating: 1505

C. Certificate Issued Based on Letter of Competency: 1521

3. OBJECTIVE. The objective of this task is to determine if an applicant meets the requirements for certification as an airline transport pilot (ATP) under Title 14 of the Code of Federal Regulations (14 CFR) part 61, subpart F. Completion of this task results in the issuance of a Temporary Airman Certificate, a Notice of Disapproval of Application, a letter of aeronautical competency, or a letter of discontinuance.

5. GENERAL. Except for the age requirement, an applicant for an ATP certificate must meet all applicable requirements of part 61, subpart F.

NOTE: The issuance of FAA Form 8060-7, Airman's Authorization for Written Test, has become impractical and an unnecessary burden on the public. Therefore, the requirement for an FAA Form 8060-7 for the ATP knowledge test has been suspended.

A. Pilot Logbooks/Records. The applicant must present sufficient pilot logbooks and/or other reliable records to show the applicant's total flight time up to the amount required for the ATP certificate. Previously, an applicant for an ATP certificate needed to present only the knowledge test report as evidence of meeting the aeronautical experience requirement. Now the inspector must determine if the applicant meets the International Civil Aviation Organization (ICAO) requirements of §§ 61.155(c) and 61.155(e)(2) by reviewing the applicant's complete flight records. Mili-

tary records may be used if they meet the criteria of § 61.51.

B. Second-in-Command (SIC) Time. The inspector should ensure that SIC time credited toward the ATP certification requirements was accrued in an aircraft that required an SIC because of the aircraft's type data certification or during flight operations for which an SIC is required by the regulations.

C. Approved School Graduate. An applicant who applies for the ATP certificate on the basis of graduation from an approved 14 CFR part 141 pilot school must present an appropriate graduation certificate issued within the preceding 60 days.

D. Applicant Less than 23 Years of Age. An applicant who is at least 18 years of age and meets all of the other eligibility requirements may take the ATP practical test. If the applicant satisfactorily completes the ATP practical test, a letter of aeronautical competency (figure 7-1) shall be issued to the applicant. The applicant will retain the original letter and the applicant's current airman certificate. A copy of the letter is attached to the certification file and forwarded to AFS-760. When the applicant reaches 23 years of age, the applicant may present the original letter of aeronautical competency, a current FAA Form 8710-1, the applicant's current airman certificate, and a current first-class medical certificate to any Flight Standards District Office. The applicant is then issued an ATP temporary airman certificate with the appropriate aircraft ratings.

E. Medical Certificates. At the time of application for an original issuance of an ATP certificate, the applicant must have a valid first-class medical certificate issued within the preceding 6 calendar-months. If an applicant's first-class medical certificate expires between the portions of a segmented practical test (oral, aircraft, simulator), the applicant must obtain a new first-class medical certificate before certification testing can continue. If the applicant is adding a category, class, or type rating to an existing ATP certificate, a third-class medical meets regulatory requirements.

F. Extension of Test Date. In addition to the provisions of § 61.39(b)(1) for pilots employed by 14 CFR parts 121 and 135 operators, the following provision is made for military applicants. An applicant for an ATP certificate or rating may take the practical test if, within the period ending 24 calendar-months after the month in which the applicant passed the first of any required knowledge tests, the applicant participated as a pilot in a pilot training program of a U.S. scheduled military air transportation service and is currently participating in that program.

(1) An inspector accepting an application for an ATP practical test from a person meeting the above criteria should review the evidence presented by the applicant indicating eligibility for this extension of the expiration date of the knowledge test.

(2) If the applicant's evidence is acceptable, the inspector adds a note to the certification file indicating that the expiration date of the knowledge test is extended under the provisions of § 61.39(b)(2). It is not necessary to include a copy of the applicant's evidence with the certification file.

7. INSTRUCTOR ENDORSEMENTS AND RECOMMENDATION.

A. Flight Instructor Endorsement. An applicant for a type rating to be added to an existing ATP certificate or for the original issuance of an ATP certificate in an airplane requiring a type rating must have an endorsement in the person's logbook or training from an authorized instructor certifying satisfactory completion of the training required by § 61.157(f).

(1) The flight training required by § 61.157(f) may be conducted by instructors employed by part 121 or 135 air carriers for pilot employees of those air carriers.

(2) Under the provisions of § 61.169, an ATP may instruct other pilots in air transportation service in aircraft of the category, class, and type for which that pilot is rated without holding a flight instructor certificate.

B. Military Instructor Pilots. Under the provisions of § 61.157(f)(1), the instruction and associated endorsement must be given by an "authorized instructor." A designated military instructor pilot for the aircraft used in a program for training military pilots satisfies the intent of the regulation with respect to being an authorized instructor.

(1) The ground and flight training received from a military instructor to prepare a type rating applicant for the rating sought may be used to meet the requirements of § 61.157(f).

(2) The instruction must be documented in sufficient detail for an inspector to readily determine whether the applicant has received the required training.

C. Instructor Recommendation. The Instructor's Recommendation section of FAA Form 8710-1 need not be signed for the original issuance of an ATP certificate; however, after a first failure, if the applicant wishes to retake the test within 30 days after the failure, an instructor recommendation is required by § 61.49. No instructor recommendation is required for a retest after 30 days.

(1) The recommending instructor for a retest must hold an instrument instructor rating and the category and class ratings for the aircraft to be used for the test.

(2) The instructor does not have to hold an ATP certificate.

D. Evaluator's Record. The Evaluator's Record for Airline Transport Certificate/Rating Only section of FAA Form 8710-1 must be signed and dated by the inspector on the appropriate lines for each test segment conducted. The inspector must also complete the Inspector's Report section of FAA Form 8710-1.

9. CATEGORY, CLASS, AND TYPE RATINGS. The category and class rating(s) for which the applicant has qualified on the original or subsequent ATP practical tests are entered on the ATP certificate. Recreational, private, and commercial category and class ratings may not be upgraded to the ATP level without a practical test.

A. Type Ratings. Type rating tests are conducted to a single standard for all grades of pilot certificate. Therefore, except for helicopter type ratings added to an airman certificate under the provisions of § 61.73(d)(3), all of the type ratings held on the superseded certificate carry forward at the new certificate level WITHIN CATEGORY AND CLASS.

NOTE: A type rating for a single-place airplane may not be upgraded to the ATP level.

(1) Except for type ratings and, under some circumstances, the instrument rating, other ratings indicated on the superseded pilot certificate are carried forward at the commercial, private, or recreational level, as indicated on the superseded certificate.

(2) Instrument rating privileges are shown on the ATP certificate only if the ATP practical test was for visual flight rules (VFR) only, or to retain instrument privileges that were held on the superseded certificate for a category of aircraft other than the one used for the ATP practical test.

B. Airplane Class Ratings. The following class ratings are originally issued or added to ATP certificates:

- (1) SINGLE-ENGINE LAND
- (2) MULTIENGINE LAND
- (3) SINGLE-ENGINE SEA
- (4) MULTIENGINE SEA

C. Rotorcraft Class Ratings.

(1) An ATP certificate with a rotorcraft category rating is issued only with the helicopter class rating.

(2) A gyroplane class rating may be added to an ATP certificate at the private or commercial level.

D. Addition of Lighter-than-Air and Glider Class Ratings. A lighter-than-air or glider category rating may be added to an existing ATP certificate; however, the rating may be added only at the private or commercial level, as appropriate to the practical test completed. There is no provision for the original issuance of an ATP certificate with a lighter-than-air or glider category rating.

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of part 61 and Federal Aviation Administration (FAA) policies and qualification as an aviation safety inspector (operations).

B. Coordination. This task may require coordination with the airworthiness unit and occasionally with the airman records section of AFS-760, Airman Certification Branch.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- 14 CFR parts 61, 91, 141, and 187 (appendix A, Fees)
- FAA-S-8081-5, Airline Transport Pilot and Type Rating Practical Test Standards
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 8060-4, Temporary Airman Certificate (figure 7-4)
- FAA Form 8060-5, Notice of Disapproval of Application (figure 7-2)
- FAA Form 8710-1, Airman Certificate and/or Rating Application

C. Job Aids.

- Sample figures

5. PROCEDURES.

A. Schedule Appointment. Schedule applicant for the ATP certification or for additional category/class ratings in accordance with office procedures.

(1) If an applicant is over the age of 23 and is not presenting a letter of aeronautical competency, or the applicant is under the age of 23 and is seeking a letter of aeronautical competency, advise the applicant to bring the following documents to the appointment:

- (a) a correctly filled out FAA Form 8710-1, completed in ink or typewritten;
- (b) an airman certificate, if appropriate;
- (c) a current first-class medical certificate for original issuance or at least a current third-class

medical certificate for an additional category, class, or type rating, and a Statement of Demonstrated Ability (SODA), if applicable;

(d) a knowledge test report, if applicable;

(e) an FAA-approved pilot school graduation certificate, if applicable;

(f) a personal logbook or other records substantiating the flight experience shown on the application form;

(g) the aircraft maintenance records;

(h) the aircraft airworthiness certificate;

(i) the aircraft registration;

(j) the FCC aircraft station license, if applicable; and

(k) an acceptable form of photo identification.

(2) If the applicant is bringing a letter of aeronautical competency for issuance of an initial ATP certificate, advise the applicant to bring the following documents:

(a) the original letter of aeronautical competency;

(b) a current FAA Form 8710-1; and

(c) a current first class medical certificate and SODA, if applicable.

B. Applicant Arrives for Appointment. Collect and review the documents and records listed in subparagraphs 5A(1) or (2) above.

C. Review Application. Verify that the information on the application is presented accurately and completely.

(1) In Section I, ensure that the applicant has checked "Airline Transport." If the applicant is seeking an additional airplane rating, ensure that the applicant has checked "Additional Aircraft Rating."

(2) Ensure that the remainder of the application is completed in accordance with the instructions attached to the form and the guidance in volume 2, chapter 1, section 4.

(3) If this is a retest within 30 days of a first failure, ensure that an instructor has signed the Instructor's Recommendation section of FAA Form 8710-1.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity in accordance with the procedures described in volume 2, chapter 1, section 4.

(1) Compare the identification with the personal information provided on FAA Form 8710-1.

(2) When the applicant's identity is verified, continue.

(3) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification.

(4) If the applicant's identity appears to be different from the information supplied on FAA Form 8710-1, or it appears that an attempt at falsification has been made, discontinue the practical test. (See volume 2, chapter 182.)

E. Letter of Aeronautical Competency. If the applicant presents a valid letter of aeronautical competency, issue FAA Form 8060-4. (See volume 2, chapter 1, section 5.)

(1) Enter any appropriate limitations.

(2) Complete the inspector's report on FAA Form 8710-1.

(3) Forward FAA Form 8710-1, the original FAA Form 8060-4, the original letter of aeronautical competency, and the pilot's superseded certificate to AFS-760.

(4) Close PTRS.

F. Establish Eligibility. Determine if the applicant meets the specific eligibility, aeronautical knowledge, aeronautical experience, and aeronautical skill requirements for certification as an airline transport pilot (§§ 61.151, 61.153, 61.155, 61.157, 61.159, 61.161, 61.163, or 61.165).

(1) Determine that the applicant meets ONE of the following requirements:

(a) holds a commercial pilot certificate;

(b) holds a foreign ATP or commercial license without limitations, issued by an ICAO member state; or

(c) is a pilot in the Armed Forces of the U.S. whose military experience qualifies that pilot for a commercial pilot certificate under § 61.73.

(2) Determine if an applicant for an additional rating holds the required ATP certificate.

(3) If an applicant for an ATP certificate does not already hold an instrument rating, ensure that the applicant meets the following two requirements:

(a) as part of the oral portion of the practical test, the applicant must comply with § 61.65(g); and

(b) as part of the flight portion of the test, the applicant must additionally perform each maneuver required by § 61.65(g) that is not required in the ATP practical test standards (PTS), appropriate to the category of aircraft used.

(4) If the applicant's medical certificate and SODA, if any, bear any limitation that would make a special medical flight test necessary, refer to volume 2, chapter 27.

(5) If the applicant is applying for a test on the basis of graduation from an approved pilot school, inspect the applicant's graduation certificate to verify that the applicant meets the requirements of § 61.71.

(6) Again, review the applicant's logbook or other records to determine if an ICAO limitation will be necessary at the satisfactory completion of the practical test. Ensure that the record of flight time in section III of the application reflects the appropriate flight times.

(7) Ensure that the SIC pilot time credited by a commercial pilot under the provisions of § 61.155(d) was acquired in an aircraft with a type certificate that requires an SIC or during flight operations in which the regulations require an SIC.

(8) Check the application to determine if the applicant has failed the ATP practical test within the past 30 days. If the oral, simulator, and/or flight portions of the test were separate tests, the test completion dates should not exceed a 60-day time period.

(9) Examine the applicant's knowledge test report or the test report from an approved school with knowledge test examining authority, if applicable.

(a) If the applicant is an employee of an air carrier certificated under part 121 or 135, or a military pilot meeting the applicable criteria, the expiration date of the knowledge test may be extended per § 61.39(b)(1) or (2).

(b) Inspect the applicant's letter prepared on the appropriate airline letterhead stationery, certifying the dates of the applicant's employment and eligibility under § 61.39(b)(1) or military documentation showing qualification under § 61.39(b)(2).

G. Requirements for an Additional Category Rating. For an additional category rating, the applicant must present a logbook or other records showing that the applicant has received instruction in that cate-

gory of aircraft and has met all of the requirements of § 61.165(a) or (b), as appropriate. A knowledge test IS required for an additional category rating.

H. Aircraft Requirements. Review, or arrange for an airworthiness inspector to review, the applicant's aircraft maintenance records, logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

I. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all documents to the applicant. Inform the applicant of the reasons for ineligibility and explain how the applicant may correct the discrepancies.

J. Conduct the Practical Test. After determining that the applicant is eligible and meets all prerequisites for the certificate and/or rating sought, accept the application and conduct the practical test in accordance with the Airline Transport Pilot and Type Rating PTS. (If a type rating is sought, refer to volume 2, chapter 9.)

(1) Give an applicant who is retesting credit for those areas of operations successfully completed on the previous practical test, provided the previous test was conducted within 60 days before the retest. If the previous test was conducted more than 60 days before the retest, test the applicant in all areas.

(2) If the practical test is not completed for reasons other than unsatisfactory performance, issue a letter of discontinuance to the applicant. (See figure 7-3.)

(3) Return the application and all submitted documents to the applicant with the original of the letter of discontinuance.

(4) Explain how the applicant may complete the test at a later date and reschedule the test, if requested to do so.

(5) Close PTRS.

K. Unsatisfactory Performance. If the applicant did not meet the applicable standards for the certificate sought, inform the applicant of the reasons for the unsatisfactory performance.

(1) Prepare FAA Form 8060-5, Notice of Disapproval of Application, in accordance with the guidance in volume 2, chapter 1, section 6. (See figure 7-2.)

(a) List the areas of operation that were unsatisfactory or not completed. If specific procedures

and maneuvers need to be repeated, record them on the form; and

(b) indicate the number of practical test failures by the applicant for this certificate or rating on the form.

(2) Sign, date, and check the appropriate boxes on the form. Give the applicant a copy of the notice of disapproval and retain the original for the certification file.

(3) Retain the FAA Form 8710-1 and return all other submitted documents to the applicant.

L. Satisfactory Performance. When the applicant has satisfactorily met all requirements for the certificate and/or rating sought, prepare FAA Form 8060-4, Temporary Airman Certificate, in accordance with the guidance in volume 2, chapter 1, section 5. (See figure 7-4.)

(1) Enter the correct limitations if appropriate.

(a) Enter "HOLDER DOES NOT MEET THE PILOT-IN-COMMAND FLIGHT EXPERIENCE REQUIREMENTS OF ICAO" if the applicant meets the requirements of § 61.155(b)(1), but has less than 150 hours as PIC.

(b) Enter "HOLDER DOES NOT MEET THE PILOT FLIGHT EXPERIENCE REQUIREMENTS OF ICAO" if the applicant meets the total flight time requirement only by applying § 61.155(d) and meets the criteria of § 61.155(e).

(c) An inspector should remove the limitations listed in subparagraphs L(1)(a) and (b) of this section when the applicant presents satisfactory evidence that the applicant has met the pertinent regulatory requirements.

(d) The limitation "NOT VALID FOR FLIGHTS REQUIRING THE USE OF ENGLISH" may not be placed on an ATP certificate. An applicant to whom this limitation would apply IS NOT ELIGIBLE for an ATP certificate.

(2) If the pilot certificate is issued in a foreign country, see § 61.13(a) and part 187, appendix A.

(3) Verify that all information on the certificate is correct. Sign the temporary airman certificate and direct the airman to sign Line VII of the form.

(4) Retain the original for the certification file and give the applicant the copy of the temporary certificate.

M. Letter of Aeronautical Competency. If the applicant satisfactorily completes the practical test and has not yet attained 23 years of age, issue a letter of aeronautical competency. (See figure 7-1.)

(1) Give the applicant the original letter. The applicant also retains his/her current airman certificate.

(2) Retain a copy of the letter for the certification file.

(3) Retain FAA Form 8710-1 and AC Form 8080-2 for the certification file.

N. Certification File. Complete the certification file.

(1) Ensure that both the Evaluator's Record and Inspector's Report sections of FAA Form 8710-1 are completed.

(2) If the applicant qualified for the ATP practical test on the basis of military competence or a foreign pilot license and did not have a U.S. commer-

cial pilot certificate, ensure that Block A AND Block B or D, as appropriate, of section II of FAA Form 8710-1 are completed correctly to indicate why a commercial pilot certificate is not attached to the file.

(3) Forward the completed certification file to AFS-760.

(4) Close PTRS.

7. TASK OUTCOMES. Completion of this task results in the issuance of a Temporary Airman Certificate, a Notice of Disapproval of Application, a letter of aeronautical competency, or a letter of discontinuance.

9. FUTURE ACTIVITIES.

A. Applicant may return for an added category, class, or type rating.

B. If the applicant was issued a letter of competency, the applicant may return for issuance of the ATP certificate.

FIGURE 7-1
LETTER OF AERONAUTICAL COMPETENCY

FAA Letterhead

Flight Standards District Office
1234 Airport Drive
Los Angeles, CA 90066

[*date*]

Mr. John Doe
1624 Hillside Boulevard
Los Angeles, CA 90066

Dear Mr. Doe:

This is to certify that on [*date*], you satisfactorily completed the practical test prescribed for an airline transport pilot certificate by Section 61. _____ of Title 14 of the Code of Federal Regulations. The practical test was successfully accomplished in [*make/model of aircraft and/or simulator*].

Upon reaching your 23rd birthday, you may present this letter, a current FAA Form 8710-1, a current first class medical certificate, and your current airman certificate to the nearest Flight Standards District Office, and you will be issued a Temporary Airman Certificate with the appropriate category, class, and type rating, as applicable.

Your permanent airline transport pilot certificate will be mailed to you from the Airmen Certification Branch in Oklahoma City.

Sincerely,

[*signed by inspector*]

[*title*]

FIGURE 7-2
FAA FORM 8060-5, NOTICE OF DISAPPROVAL OF APPLICATION

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION—FEDERAL AVIATION ADMINISTRATION		NOTE PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION	
NOTICE OF DISAPPROVAL OF APPLICATION			
NAME AND ADDRESS OF APPLICANT JOHN RYAN DOE 5421 WEST BIRD DRIVE NEW YORK, NY 20020		CERTIFICATE OR RATING SOUGHT AIRLINE TRANSPORT PILOT IA-JET	
On the date shown, you failed the examination indicated below:			
<input type="checkbox"/> FLIGHT <input type="checkbox"/> ORAL <input checked="" type="checkbox"/> PRACTICAL			
AIRCRAFT USED (Make and Model) ISRAEL WESTWIND 1124		FLT. TIME RECORDED IN LOGBOOK	
		PILOT-IN-COMM. OR SOLO 3955	INSTRUMENT 1200
		DUAL 190	
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING:			
V. INSTRUMENT PROCEDURES			
TASK D, NON-PRECISION INSTRUMENT APPROACH PROCEDURES			
TASK E, CIRCLING APPROACH PROCEDURES			
FIRST FAILURE ORAL PASSED 08-12-96			
I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating sought.			
DATE OF EXAMINATION 08-14-96	SIGNATURE OF EXAMINER OR INSPECTOR <i>J. Ayres</i>		DESIGNATION OR OFFICE NO. RAP FSDO

FAA Form 8060-5 (5-80)

FIGURE 7-3
LETTER OF DISCONTINUANCE

FAA Letterhead

[*date*]

[*name and address of applicant*]

Dear [*applicant name*]:

On this date you successfully completed a portion of the practical test for a [*indicate grade*] certificate with an [*indicate category*] category and [*indicate class*] class rating. The practical test was discontinued because of [*indicate reason*].

If application is made by [*indicate a date 60 days from date of letter*], this letter may be used to show the following portions of the practical test which have been completed satisfactorily.

- [*Indicate areas of operation completed on the test.*]

After [*indicate expiration date*] you must repeat the entire practical test.

This letter does not extend the expiration date shown on the knowledge test results, medical certificate, or required endorsements.

Sincerely,

[*signed by the inspector conducting practical test*]

FIGURE 7-4
FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. 987654321	
II. TEMPORARY AIRMAN CERTIFICATE			
THIS CERTIFIES THAT		IV. JOHN RYAN DOE V. 5421 WEST BIRD DRIVE NEW YORK, NY 20020	
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR
11-30-64	73 IN.	175	BROWN
EYES	SEX	NATIONALITY	
BLUE	M	USA	
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of <p style="text-align: center;">AIRLINE TRANSPORT PILOT</p>			
RATINGS AND LIMITATIONS XII. AIRPLANE MULTIENGINE LAND IA-JET COMMERCIAL PRIVILEGES AIRPLANE SINGLE ENGINE LAND AND SEA			
XIII. THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE		DATE OF SUPERSEDED AIRMAN CERTIFICATE 02-22-94	
BY DIRECTION OF THE ADMINISTRATOR		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. RAP FSDO	
X. DATE OF ISSUANCE 08-14-96	X. SIGNATURE OF EXAMINER OR INSPECTOR <i>J. Ayres</i>		DATE DESIGNATION EXPIRES

FAA Form 8060-4 (8-78) USE PREVIOUS EDITION